

Online Faculty System

A Chancellor's User Manual

Julie Patenaude

1/11/2014

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How to Register as a Chancellor

1. Go to the front page of the website (<https://facultyonline.churchofengland.org>). **N.B.** The picture scrolls and so may be different when you open the web page.

 THE CHURCH OF ENGLAND

Online Faculty System

Home Applications Churches Contact

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.



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2. Click on **Register**

 THE CHURCH OF ENGLAND

Online Faculty System

Home Applications Churches Contact

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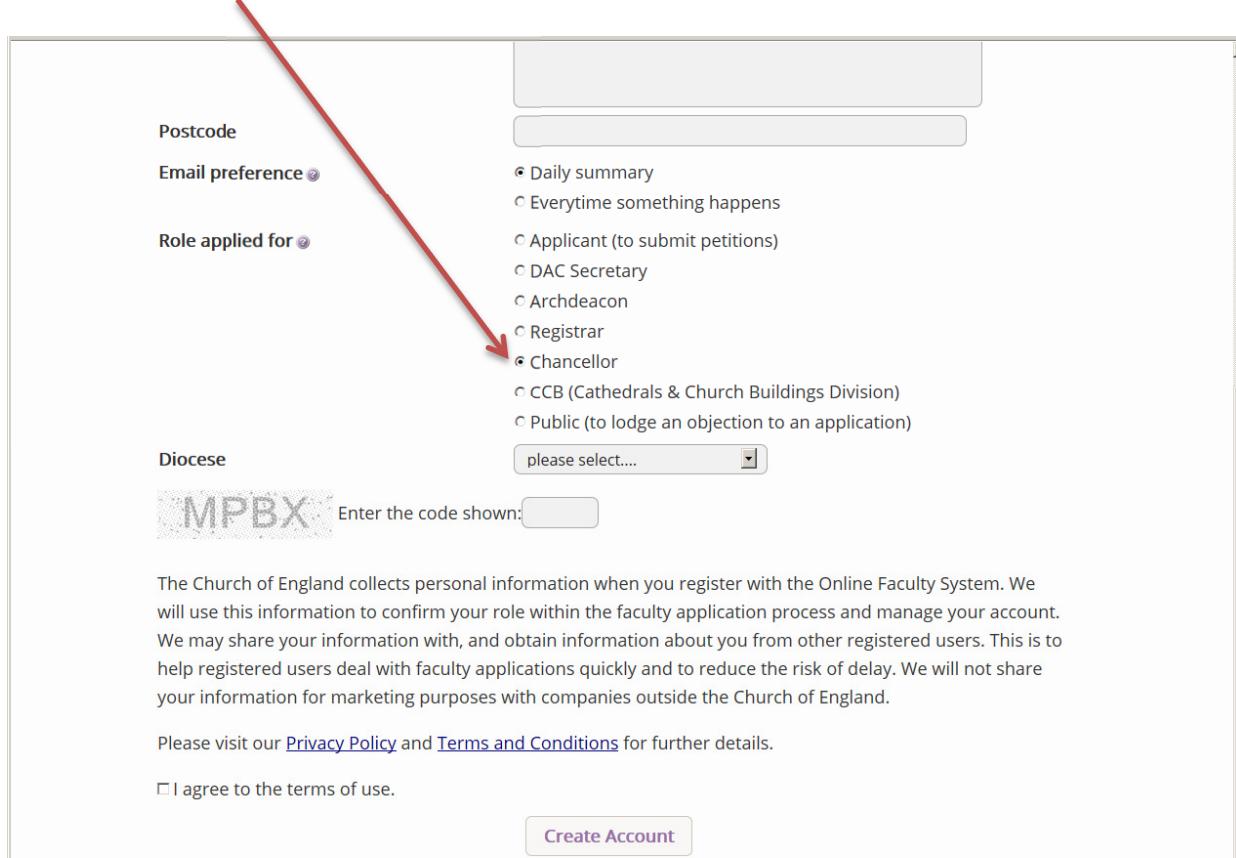
3. This will take you to the **Create a New Account** page.

The screenshot shows the 'Create a New Account' page. At the top, there is a logo for 'THE CHURCH OF ENGLAND' and the text 'Online Faculty System'. A navigation bar at the top right includes 'Home', 'Sign In', 'Register', and 'Site Map'. The main form area is titled 'Create a New Account' and contains the following fields:

Email	Text input field
Password	Text input field
Confirm Password	Text input field
Title	Text input field
First Name	Text input field
Last Name	Text input field
Daytime telephone	Text input field
Alternative telephone	Text input field
Address	Text input field (large)
Postcode	Text input field
Email preference <small>?</small>	<input checked="" type="radio"/> Daily summary <input type="radio"/> Everytime something happens
Role applied for <small>?</small>	<input checked="" type="radio"/> Applicant (to submit petitions) <input type="radio"/> DAC Secretary <input type="radio"/> Archdeacon

4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).
6. **Indicate** whether you wish to receive an email about ALL applications in your diocese either as:
- Daily summary** (received at the end of each day – but only if you need to perform a specific task)
Or
 - Every time** something changes
7. Select the **role** for which you wish to register (in this case Chancellor).

8. When you select **Chancellor** and scroll down, you'll get a drop down menu from the Diocese field:



Postcode

Email preference ⓘ

Role applied for ⓘ

Diocese

please select....

MPBX Enter the code shown:

Daily summary

Everytime something happens

Applicant (to submit petitions)

DAC Secretary

Archdeacon

Registrar

Chancellor

CCB (Cathedrals & Church Buildings Division)

Public (to lodge an objection to an application)

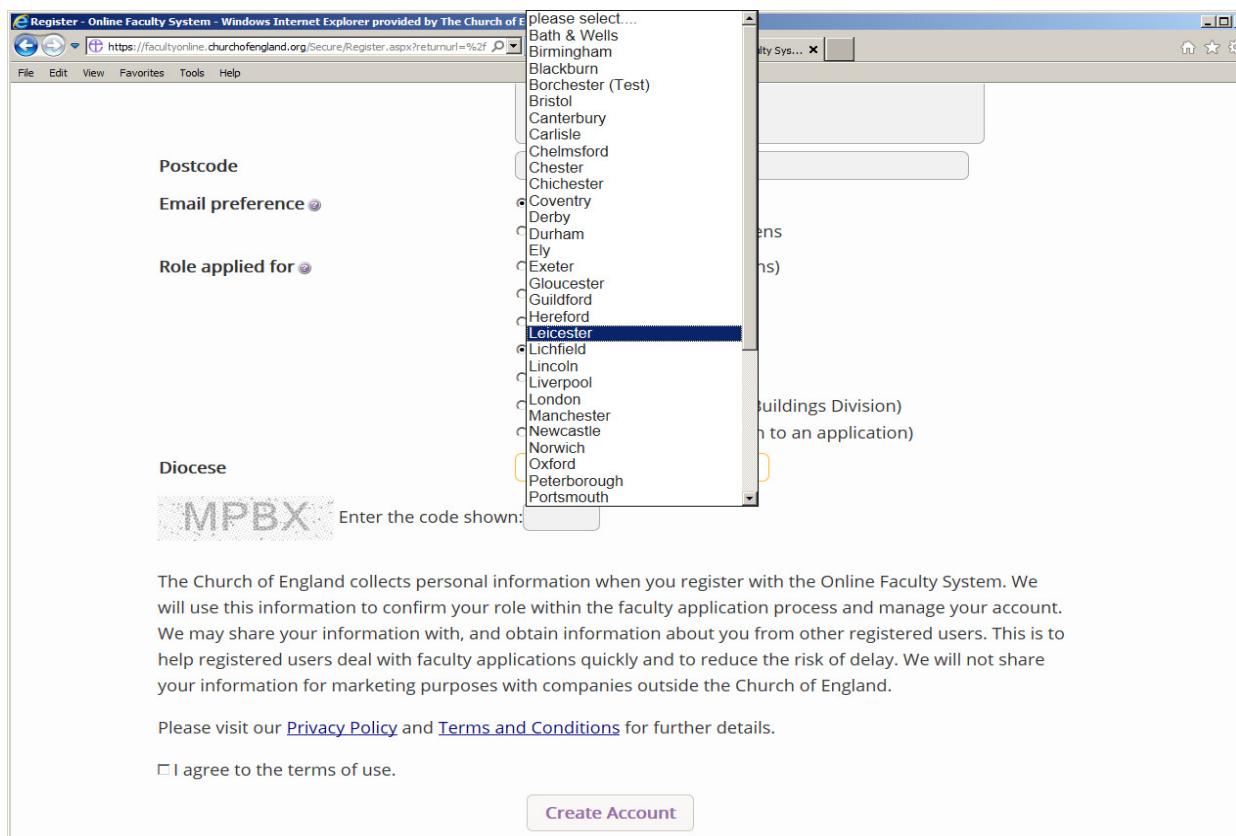
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

9. Select your diocese:



Register - Online Faculty System - Windows Internet Explorer provided by The Church of England

File Edit View Favorites Tools Help

https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

please select....

Bath & Wells

Birmingham

Blackburn

Borchester (Test)

Bristol

Canterbury

Carlisle

Chelmsford

Chester

Chichester

Coventry

Derby

Durham

Ely

Exeter

Gloucester

Guildford

Hereford

Leicester

Lichfield

Lincoln

Liverpool

London

Manchester

Newcastle

Norwich

Oxford

Peterborough

Portsmouth

Postcode

Email preference ⓘ

Role applied for ⓘ

Diocese

please select....

MPBX Enter the code shown:

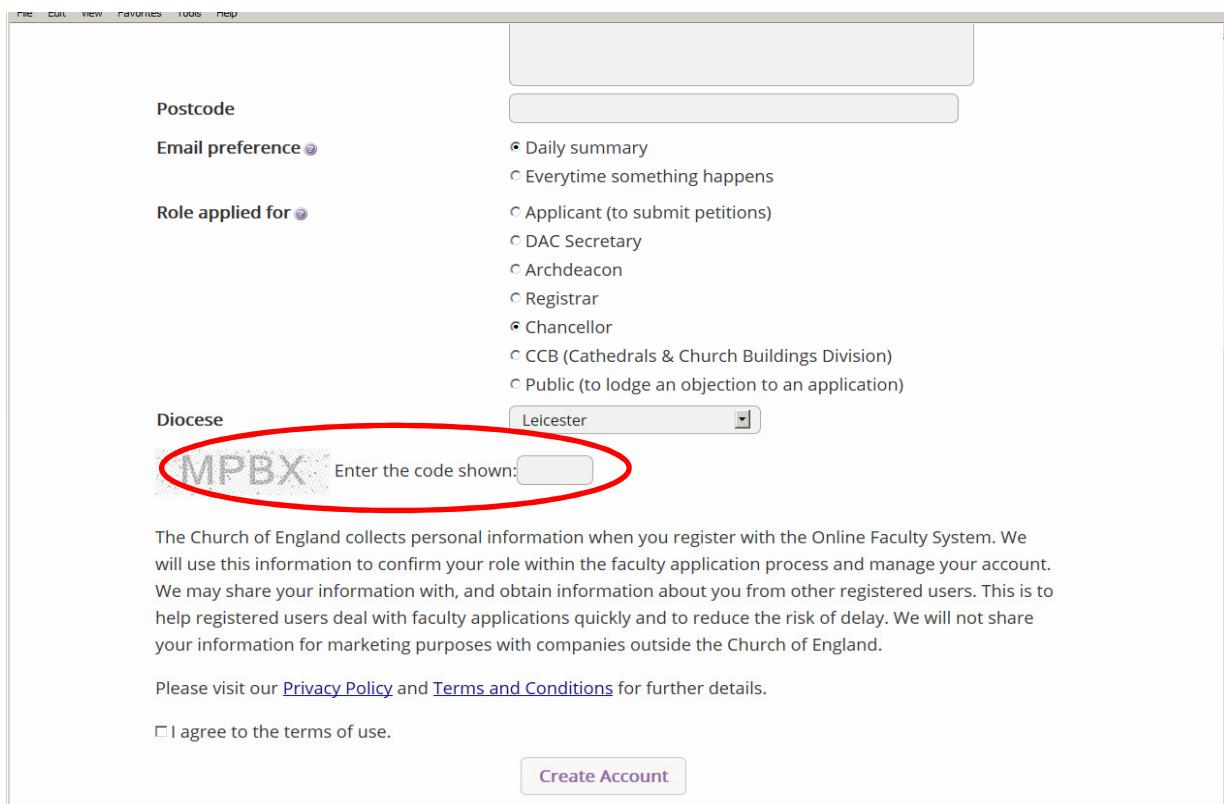
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

10. Enter the **security code** as it is shown:



The screenshot shows a registration form for the Online Faculty System. The 'Diocese' field is set to 'Leicester'. Below it, a red circle highlights the 'Enter the code shown:' field, which contains the text 'MPBX'. The rest of the form includes fields for Postcode, Email preference (with options for Daily summary, Everytime something happens, and a selected 'Applicant (to submit petitions)'), Role applied for (with options for DAC Secretary, Archdeacon, Registrar, Chancellor, CCB (Cathedrals & Church Buildings Division), and Public), and a 'Create Account' button.

11. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

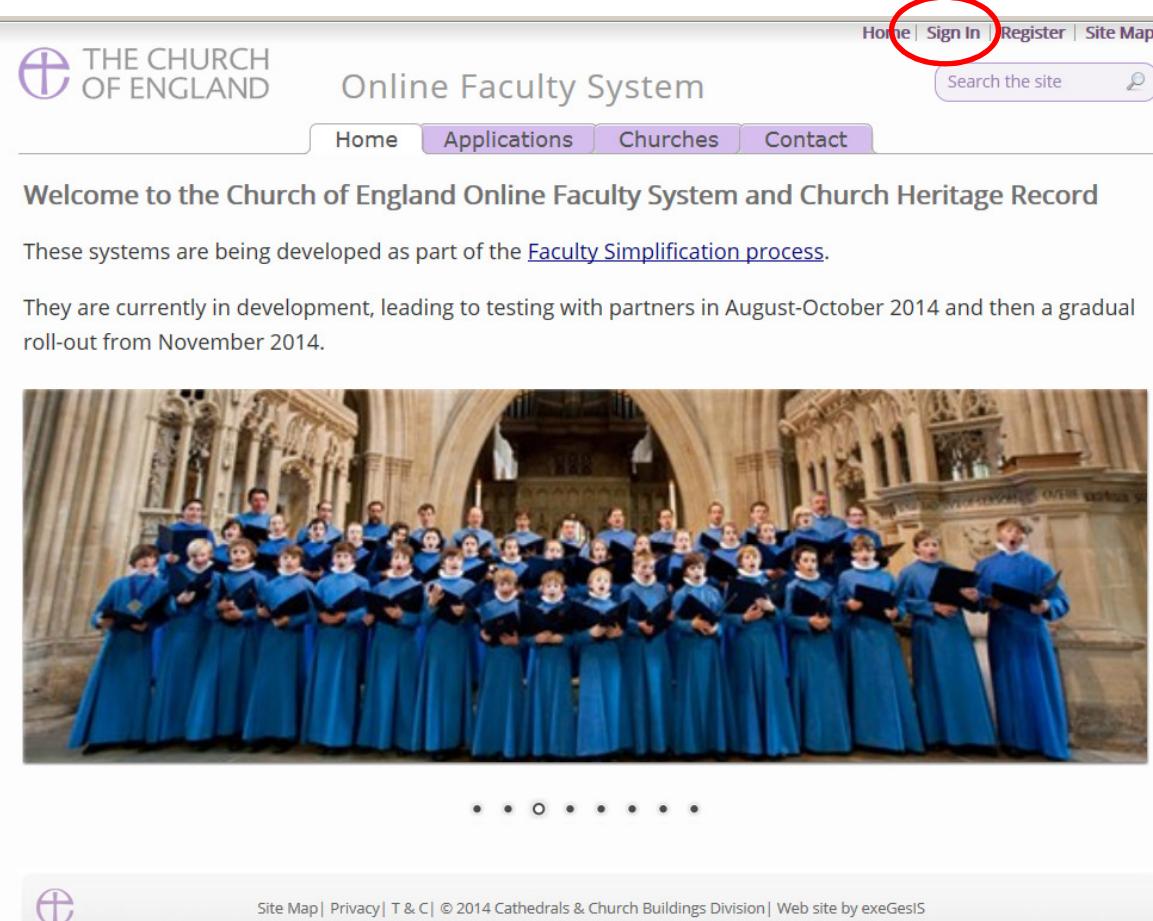
15. The DAC Secretary will then be asked to approve your registration.

N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Chancellor. If not, you will be contacted to check the details of your registration.

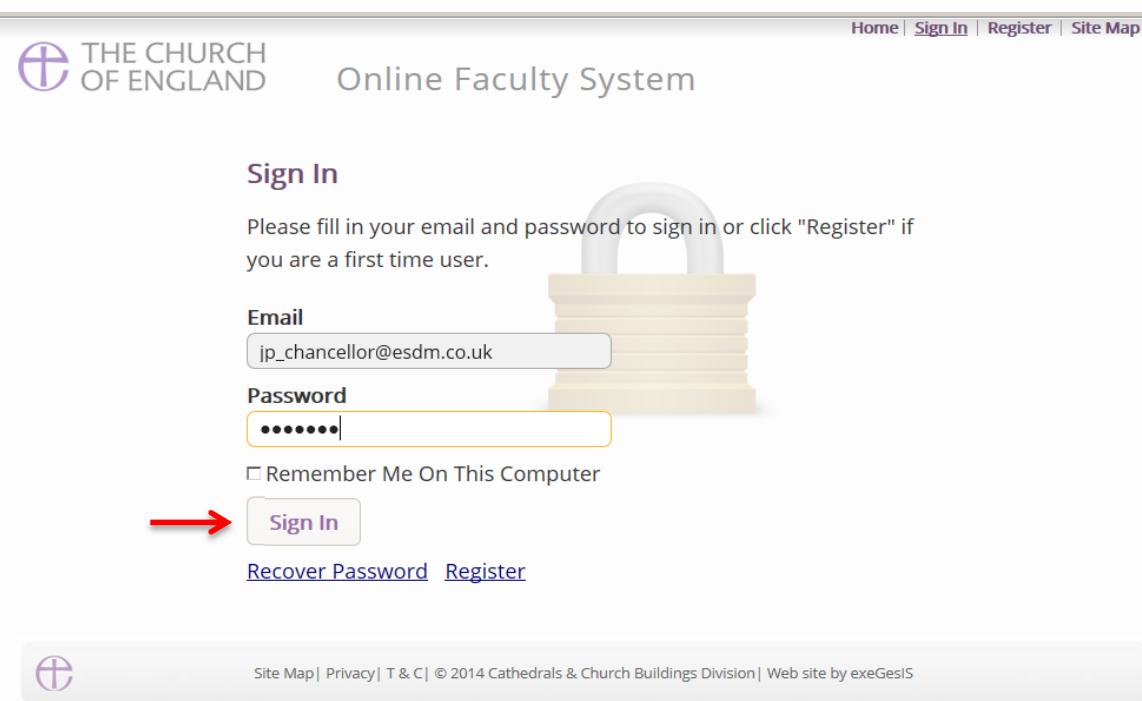
16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at <https://facultyonline.churchofengland.org/Secure/Login.aspx>

Signing In and Out of the Online System

1. Go to the main website <https://facultyonline.churchofengland.org> and click on **Sign In**

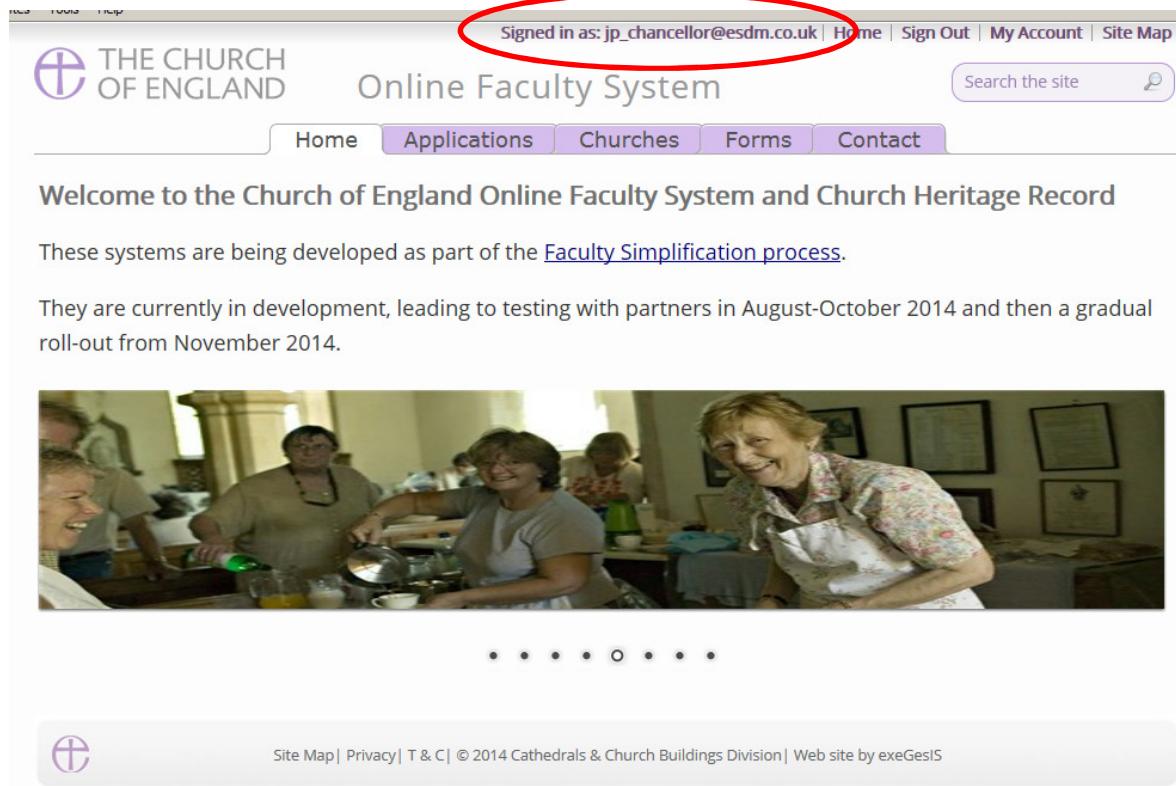


2. Enter your **email** address and **password**, and click **Sign In**



- 2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!



The screenshot shows the Church of England Online Faculty System homepage. At the top, there is a navigation bar with links for 'Signed in as: jp_chancellor@esdm.co.uk' (which is circled in red), 'Home', 'Sign Out', 'My Account', and 'Site Map'. Below the navigation bar is a search bar with the placeholder 'Search the site' and a magnifying glass icon. The main content area features a heading 'Welcome to the Church of England Online Faculty System and Church Heritage Record'. Below this, a subtext states: 'These systems are being developed as part of the [Faculty Simplification process](#). They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.' Below the text is a photograph of several women in a kitchen, smiling and cooking. Below the photograph is a decorative separator consisting of a series of small circles and ovals. At the bottom of the page is a footer with a purple cross icon, links to 'Site Map', 'Privacy', 'T & C', and '© 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS', and a search bar.

4. To exit the system, click **Sign Out**.



The screenshot shows the same Church of England Online Faculty System homepage as the previous one, but with a red arrow pointing to the 'Sign Out' link in the top navigation bar. The rest of the page content, including the welcome message, the photograph of women in a kitchen, and the footer, is identical to the first screenshot.

Recovering your Password

1. Go to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and click **Recover Password**

THE CHURCH OF ENGLAND Online Faculty System

Sign In

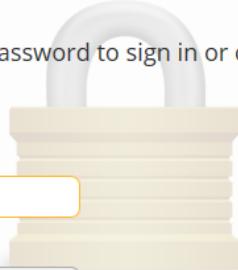
Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Recover Password](#) [Register](#)



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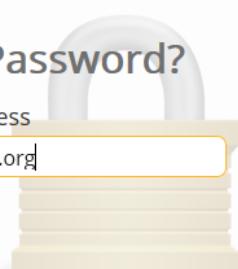
2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

THE CHURCH OF ENGLAND Online Faculty System

Recover Password

Forgotten Your Password?

Please enter your email address





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3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
4. Go back to the sign in page <https://facultyonline.churchofengland.org/Secure/Login.aspx> and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

Signed in as: Julie Patenaude | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

 THE CHURCH OF ENGLAND

Online Faculty System

You are required to change your password either by the administrator or because of a security breach.

New Password
 ••••••

Confirm New Password
 ••••••

[Change Password](#) ←

6. You will automatically return to the main page and will be signed in.

Signed in as: Julie Patenaude | [Home](#) | [Sign Out](#) | [My Account](#) | [Member list](#) | [Site Map](#)

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 🔍

[Home](#) [Applications](#) [Churches](#) [Forms](#) [Contact](#) [Project](#)

[Settings](#) [Edit](#) 8

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

[Settings](#) [Edit](#) 8



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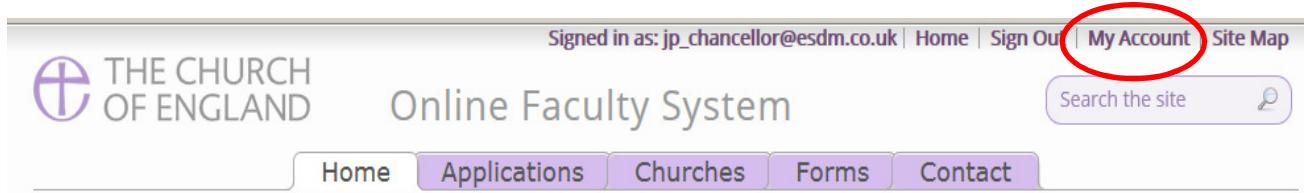
[Settings](#)

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Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website <https://facultyonline.churchofengland.org>, sign in and click on **My Account**



Welcome to the Church of England Online Faculty System and Church Heritage Record

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2. This is the **Security and Identity** tab of your account.

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

My Account

Security/Identity Profile

Display Name: jp_chancellor@esdm.co.uk

User ID: JP Chancellor

Email Address: jp_chancellor@esdm.co.uk

Update your email address here

Do not forget to press update every time you make changes to your account.

Update Change Password

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

My Account

Security/Identity Profile

Created: 22/07/2014 13:01:36

Time Zone: (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

Title: Mrs

First Name: Julie

Last Name: Patenaude

Daytime telephone: 020 7898 1860

Alternative telephone:

Address: Church House, Great Smith Street, London

Postcode: SW1P 3AZ

Email preference: Daily summary Everytime something happens

Total Posts: 0

View my profile as others see it.

Keep your contact information up-to-date here. Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system. Click Daily Summary or Every time something happens.

Do not forget to update your changes

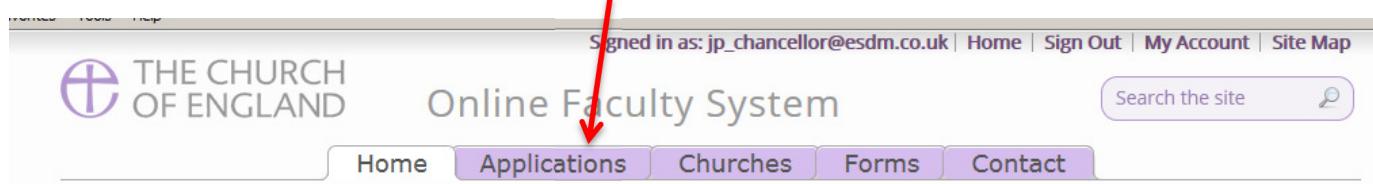
Update Change Password

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.



The screenshot shows the homepage of the 'Online Faculty System'. At the top, there is a navigation bar with links: 'Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map'. Below this is the 'THE CHURCH OF ENGLAND' logo and the 'Online Faculty System' title. A red arrow points to the 'Applications' tab in the top navigation bar, which is highlighted in purple. Other tabs include 'Home', 'Churches', 'Forms', and 'Contact'. A search bar is also visible.

Welcome to the Church of England Online Faculty System and Church Heritage Record

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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

Signed in as: jp_chancellor@esdm.co.uk | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages Applications requiring your action Active Cases Archived Cases Tools

Subject	Date received	Date read	
Faculty System: petition ref 2014-00005 awaiting determination	Thu 16 Oct 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014	Thu 16 Oct 2014	
Faculty System: petition ref {0} awaiting determination	Mon 22 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Tue 16 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Wed 03 Sep 2014		
Faculty System: petition ref {0} awaiting determination	Mon 18 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		
Faculty System: petition ref {0} awaiting determination	Fri 15 Aug 2014		

You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

Click on the **View** icon to look at a message

3. To access any Faculty application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Home Applications Churches Forms Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

App Ref	Summary	Church	Created	Status	View
2014-000020	Help Text Form B	Penny Hassett: St David (Test)	Mon 18 Aug 2014	Awaiting Chancellor's determination	
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

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Click the **View** icon to open a Faculty application.

4. To access any application where a determination has not yet been made, go to Active Cases

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- or
- Status

Scroll through the pages to find a specific application

Click "view" to open a case file or go to "tools" to run a report.

App Ref	Summary	Church	Created	Status	View
2014-000051	JP-prep Forms A	Ambridge: St Stephen's (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000046	One storey extension for a new toilet	Ambridge: St Stephen's (Test)	Mon 20 Oct 2014	Pending submission to Chancellor	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000043	*** SE Test - Please do not modify this application or update any of the forms ***	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Awaiting DAC recommendation	
2014-000042	SE testing issue with applications 'not recommended' by DAC and then revised.	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000041	complete demolition	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000039	List-C changes	Ambridge: St Stephen's (Test)	Tue 07 Oct 2014	Pending submission to Chancellor	
2014-000038	Toilets - obviously	Penny Hassett: St David (Test)	Mon 06 Oct 2014	Pending submission to Chancellor	
2014-000037	new toilet facilities	Ambridge: St Stephen's (Test)	Wed 01 Oct 2014	Pending submission to Chancellor	

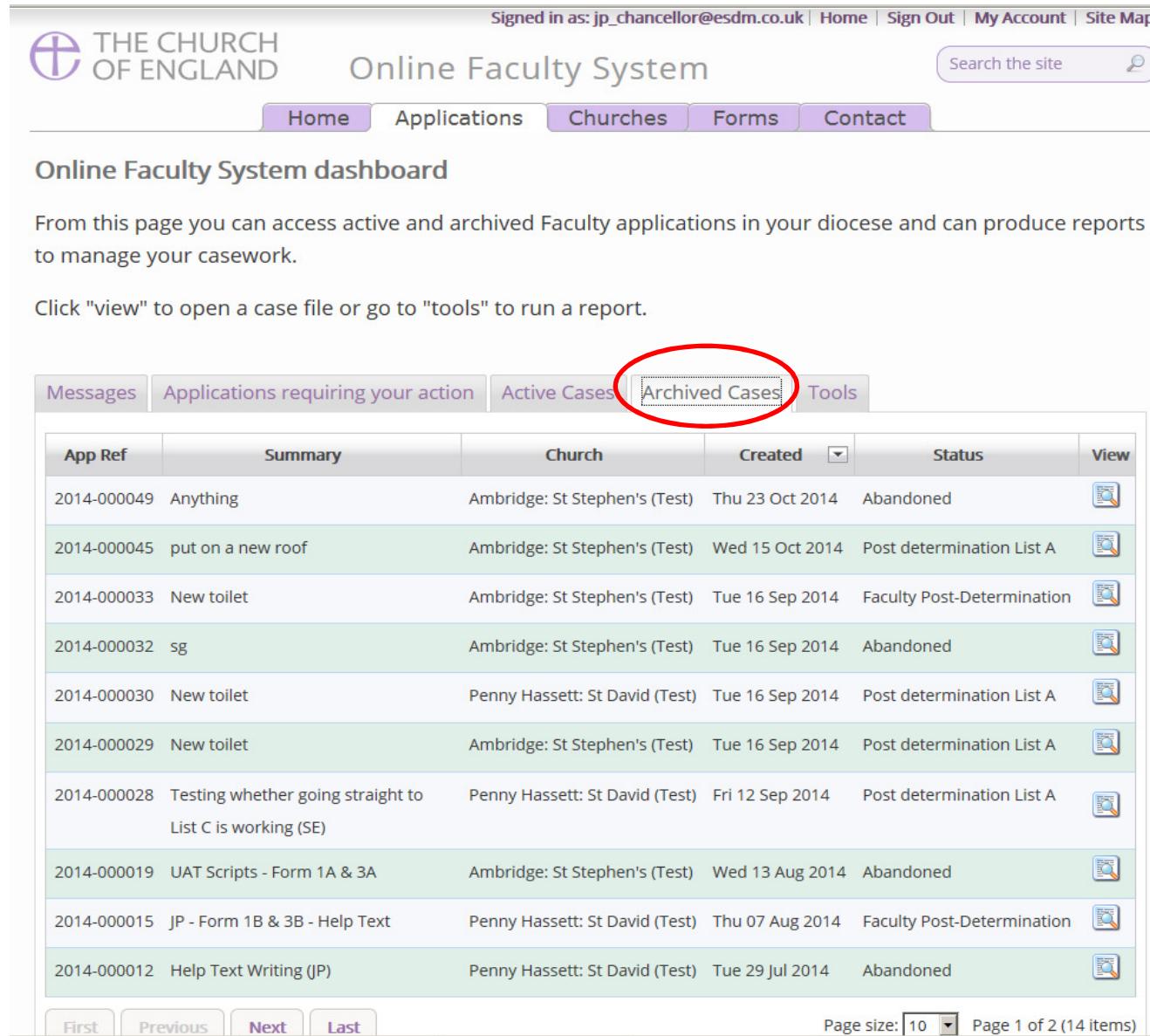
Page size: Page 1 of 3 (29 items)

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.



The screenshot shows the Online Faculty System dashboard. At the top, there is a navigation bar with links for Home, Applications, Churches, Forms, and Contact. The user is signed in as 'jp_chancellor@esdm.co.uk'. A search bar is also present. On the left, a sidebar contains the text: 'Use the same functions as before to organise and open the applications.' The main content area is titled 'Online Faculty System dashboard' and contains a message: 'From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.' Below this, a sub-instruction says: 'Click "view" to open a case file or go to "tools" to run a report.' A table lists faculty applications, with the 'Archived Cases' tab highlighted by a red circle. The table columns are: App Ref, Summary, Church, Created, Status, and View. The data in the table is as follows:

App Ref	Summary	Church	Created	Status	View
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	
2014-000030	New toilet	Penny Hassett: St David (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000029	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000028	Testing whether going straight to List C is working (SE)	Penny Hassett: St David (Test)	Fri 12 Sep 2014	Post determination List A	
2014-000019	UAT Scripts - Form 1A & 3A	Ambridge: St Stephen's (Test)	Wed 13 Aug 2014	Abandoned	
2014-000015	JP - Form 1B & 3B - Help Text	Penny Hassett: St David (Test)	Thu 07 Aug 2014	Faculty Post-Determination	
2014-000012	Help Text Writing (JP)	Penny Hassett: St David (Test)	Tue 29 Jul 2014	Abandoned	

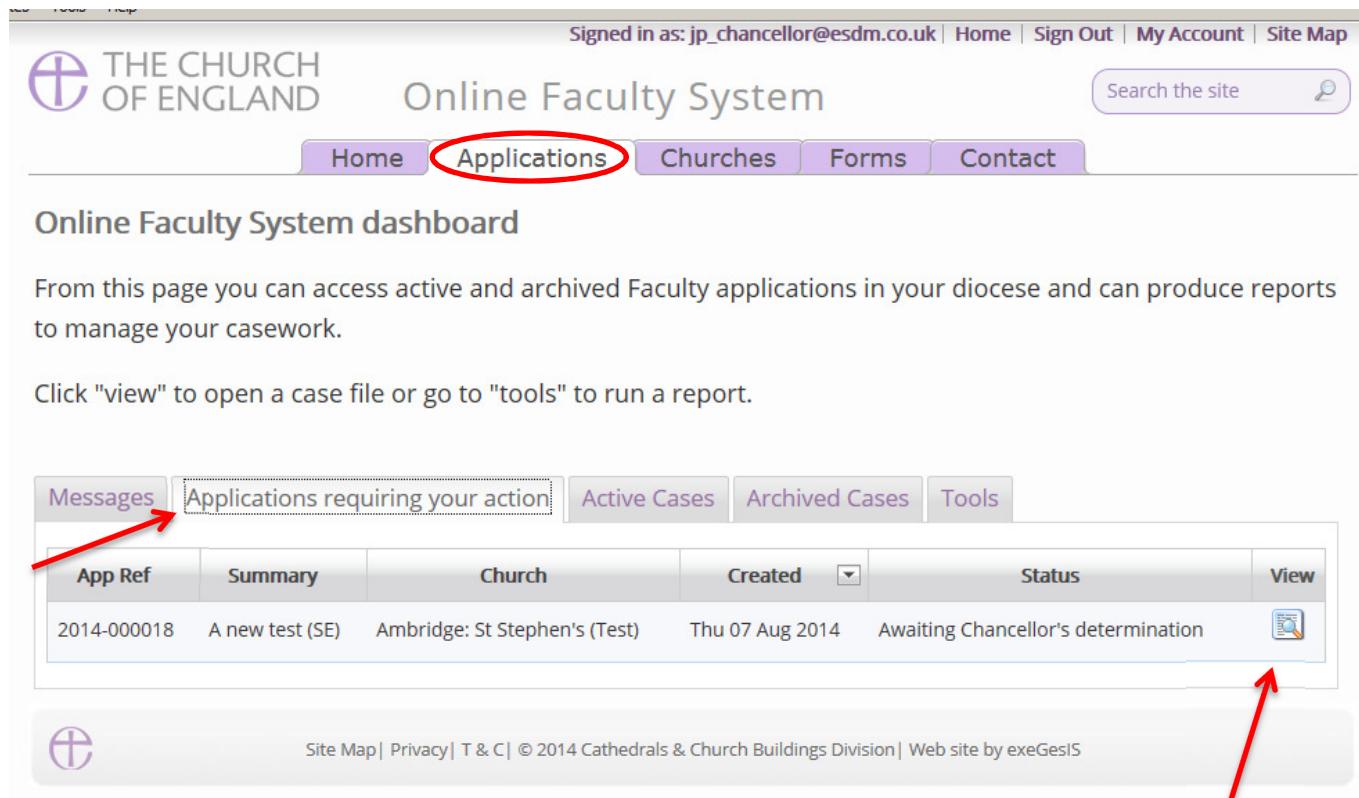
At the bottom, there are navigation buttons for First, Previous, Next, and Last, and a page size selector set to 10 items, showing page 1 of 2 (14 items).

Navigating a Case File

A case file is where you will find all the necessary forms and documents to help you make your determination. It is also where you can fill out any forms or send any comments of your own to the Registrar. Each Faculty application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (See page 13).



The screenshot shows the Online Faculty System dashboard. At the top, there is a navigation bar with links for Home, Applications (which is circled in red), Churches, Forms, and Contact. The Applications link is highlighted with a red circle. To the right of the navigation bar, there is a search bar labeled "Search the site" with a magnifying glass icon. The main content area is titled "Online Faculty System dashboard". Below the title, a message states: "From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework." A sub-instruction below says: "Click "view" to open a case file or go to "tools" to run a report." At the bottom of the dashboard, there is a table with columns: App Ref, Summary, Church, Created, Status, and View. The first row of the table shows the following data: 2014-000018, A new test (SE), Ambridge: St Stephen's (Test), Thu 07 Aug 2014, Awaiting Chancellor's determination, and a View icon. Red arrows point to the "Applications" tab in the navigation bar and to the "View" icon in the table row.

App Ref	Summary	Church	Created	Status	View
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting your determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

The screenshot shows the Online Faculty System interface for a case file. The top navigation bar includes the Church of England logo, the title 'Online Faculty System', and a search bar. The top right shows the user is signed in as 'jp_chancellor@esdm.co.uk' with links to 'Home', 'Sign Out', 'My Account', and 'Site Map'. The main content area displays the following information:

Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)

Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)

The Registrar has submitted the faculty application to the Chancellor for review.

The 'Details' tab is highlighted with a red circle and arrow, indicating it is the active tab. Other tabs include 'Supporting documents and images', 'History', 'Notes', and 'Messages'. An 'Edit' link is located in the top right of the tab bar.

The main content area lists various forms with status icons:

- Summary description of proposed works (Green checkmark)
- Church information (Form 1) (Green checkmark)
- Petition (Form 3) (Green checkmark)
- Statement of Significance (Green checkmark)
- Statement of Needs (Green checkmark)
- Notification of Advice (Form 2) (Green checkmark)
- Public Notice (Form 4) (Green checkmark)
- Registrar's remarks to Chancellor (Green checkmark)
- Chancellor's determination and judgement (Yellow hourglass)

Below the forms are buttons for 'Submit', 'Return to Applications dashboard', and 'Invite Consultees'.

Annotations on the left side of the screenshot:

- A box labeled 'Basic summary of an application' with a red arrow pointing to the 'Details' tab.
- A box labeled 'The forms appear as required. This is the Chancellor's Determination and judgement form' with a red arrow pointing to the 'Chancellor's determination and judgement' form.

Annotations on the right side of the screenshot:

- A box labeled 'Click the View icon to look at a form.' with a red arrow pointing to the status icon for the Chancellor's determination and judgement form.
- A box labeled 'Click the Edit icon to make changes to a form.' with a red arrow pointing to the status icon for the Chancellor's determination and judgement form.

Annotations at the bottom:

- A box labeled 'Click here to exit the case file' with a red arrow pointing to the 'Exit' button in the bottom right corner.

3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish, DAC, and registrar have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

Click on a file to open it.

The screenshot shows the Online Faculty System interface. At the top, there is a header with the Church of England logo, the title 'Online Faculty System', and a navigation bar with links for 'Signed in as: jp_chancellor@esdm.co.uk', 'Home', 'Sign Out', 'My Account', and 'Site Map'. A search bar is also present. Below the header, application details are displayed: Application Ref: 2014-000052, Diocese: Borthesher (Test), Status: Pending submission to Chancellor, Church: Ambridge: St Stephen's (Test), Archdeaconry: Felpersham (Test), and Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014). A summary note states: 'JP - New Extension - ***Please do not push through'. The main content area contains a message: 'You have applied to the court for Faculty. The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course. Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.' Below this, there is a table titled 'Supporting documents and images' with columns for 'File Name', 'Description', 'Size', 'Modified', and 'Uploaded By'. A file named 'Image of Extension Proposed.JPG' is listed. At the bottom of the table, there are buttons for 'Add a file' and 'Add'. A callout box with the text 'Add a new file' points to the 'Add' button. The footer of the page includes links for 'Site Map', 'Privacy', 'T & C', and a copyright notice: '© 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

File Name	Description	Size	Modified	Uploaded By
Image of Extension Proposed.JPG	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

You can choose to see only the details of completed tasks (status changes). Or You can choose to see all the details every time some worked on this case file.

Signed in as: jp_chancellor@esdm.co.uk | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Application Ref: 2014-000052
 Diocese: [Borchester \(Test\)](#)
 Status: [Pending submission to Chancellor](#)
 Summary: [JP - New Extension - ***Please do not push through](#)

Church: [Ambridge: St Stephen's \(Test\)](#)
 Archdeaconry: [Felpersham \(Test\)](#)
 Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)

You have applied to the court for Faculty.
 The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
 Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) [Supporting documents and images](#) **History** [Notes](#) [Messages](#) [Edit](#)

Show only status changes Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

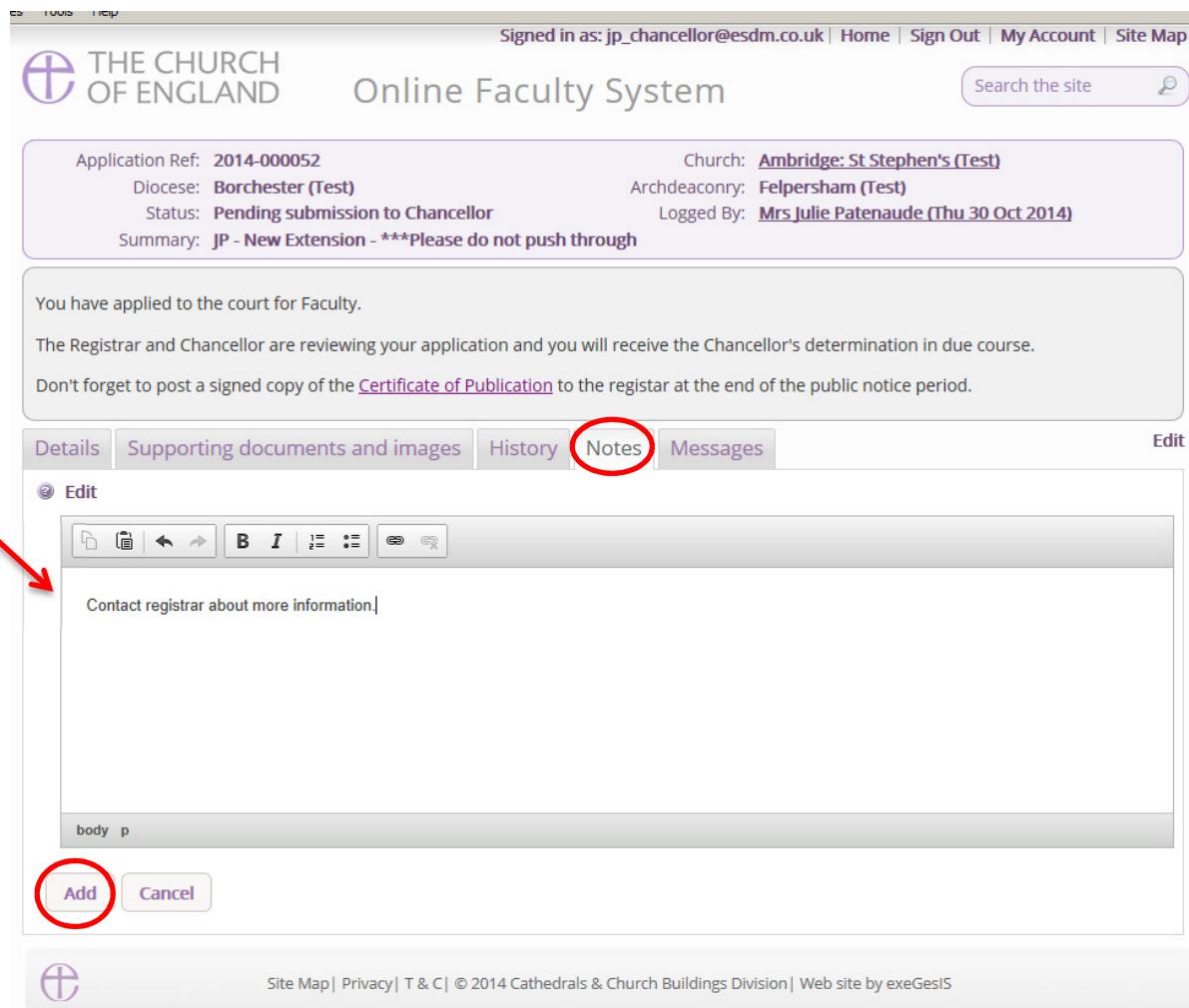
 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

See who worked on this application.
 What they did.
 And when.

21 | Page

5. The **Notes** tab lets you keep track of your thoughts on a specific application.

Type in the information and click **Add** to save your comments.



Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000052
Diocese: **B**orchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through

Church: **A**mbridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: **M**rs Julie Patenaude (Thu 30 Oct 2014)

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details Supporting documents and images History Notes **Messages** Edit

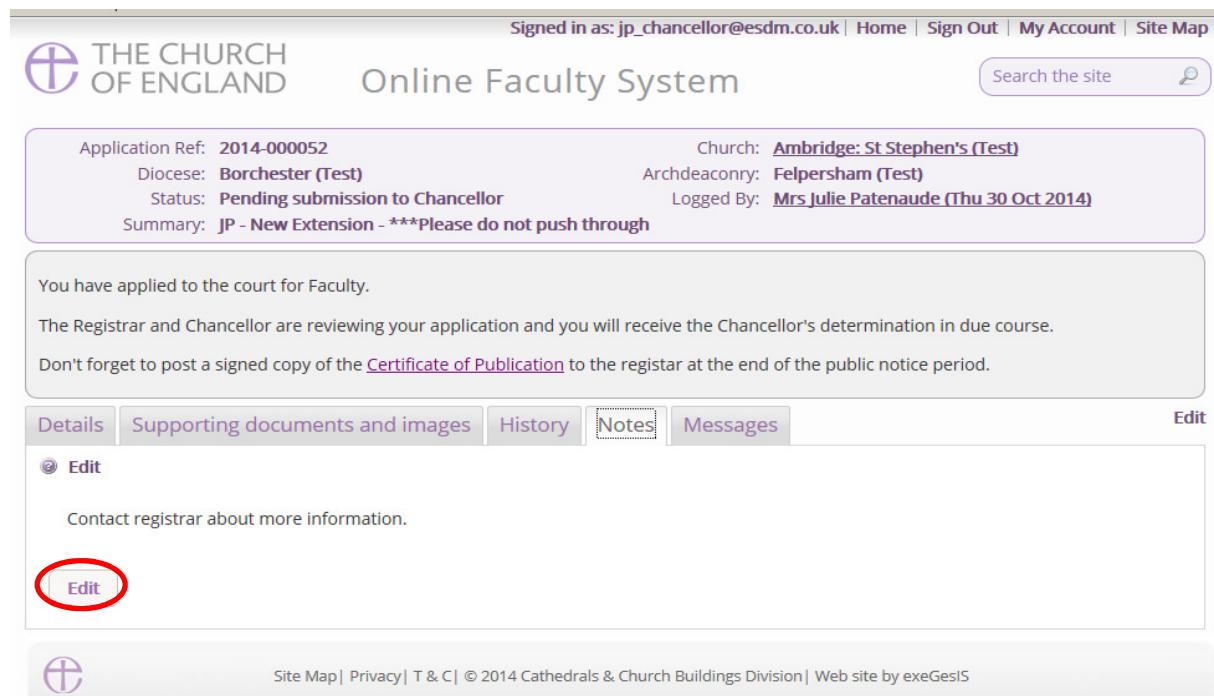
>Edit

Contact registrar about more information.

Add Cancel

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Click **Edit** to make changes or add new information.



Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000052
Diocese: **B**orchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through

Church: **A**mbridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: **M**rs Julie Patenaude (Thu 30 Oct 2014)

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details Supporting documents and images History Notes **Messages** Edit

Edit

Contact registrar about more information.

Edit

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6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to everyone regarding this particular application.

 THE CHURCH OF ENGLAND Online Faculty System 

Application Ref: 2014-000052
Diocese: [Borchester \(Test\)](#)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through

Church: [Ambridge: St Stephen's \(Test\)](#)
Archdeaconry: [Felpersham \(Test\)](#)
Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)

You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) [Supporting documents and images](#) [History](#) [Notes](#) **Messages** [Edit](#)

Recipient	Subject	Date sent
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014

[First](#) [Previous](#) **Next** [Last](#) Page size: Page 1 of 2 (13 items)

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

See who received the email, what the subject was, and when it was sent. 

Click on the View icon to read an email 

Navigate through the pages. 

Change how many emails you see at any one time 

Receiving Emails from the Online Faculty System

The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see page 13)
3. In each individual case file under the Messages tab (see page 18).

As Chancellor, you will receive an email from the Online Faculty System every time:

1. A parish submits a petition for your determination
2. The Registrar re-submits an application after obtaining further information

this link to view the full details of the Application.' A red arrow points from a callout box on the left to the 'this link' text. Another red arrow points from a callout box at the bottom right to the 'My Account page' link in the email body."/>

Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Faculty System: petition ref 2014-000005 awaiting determination

noreply@churchofengland.org

Sent: Thu 16/10/2014 11:53

To: jp_chancellor@esdm.co.uk

Dear Chancellor

The following Faculty Application is now awaiting determination:

Reference 2014-000005 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

Please click [this link](#) to view the full details of the Application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the [My Account page](#).

Click here to change the way you receive emails and manage your account.

Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file (see page 18)
2. Click **Invite Consultee**

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018 Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) Archdeaconry: Helpershaw (Test)
Status: Awaiting Chancellor's determination Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works

Church information (Form 1)

Petition (Form 3)

Statement of Significance

Statement of Needs

Notification of Advice (Form 2)

Public Notice (Form 4)

Registrar's remarks to Chancellor

Chancellor's determination and judgement

Submit [Return to Applications dashboard](#) [Invite Consultees](#)



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3. See if the individual(s) to whom you are sending the application is already registered

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

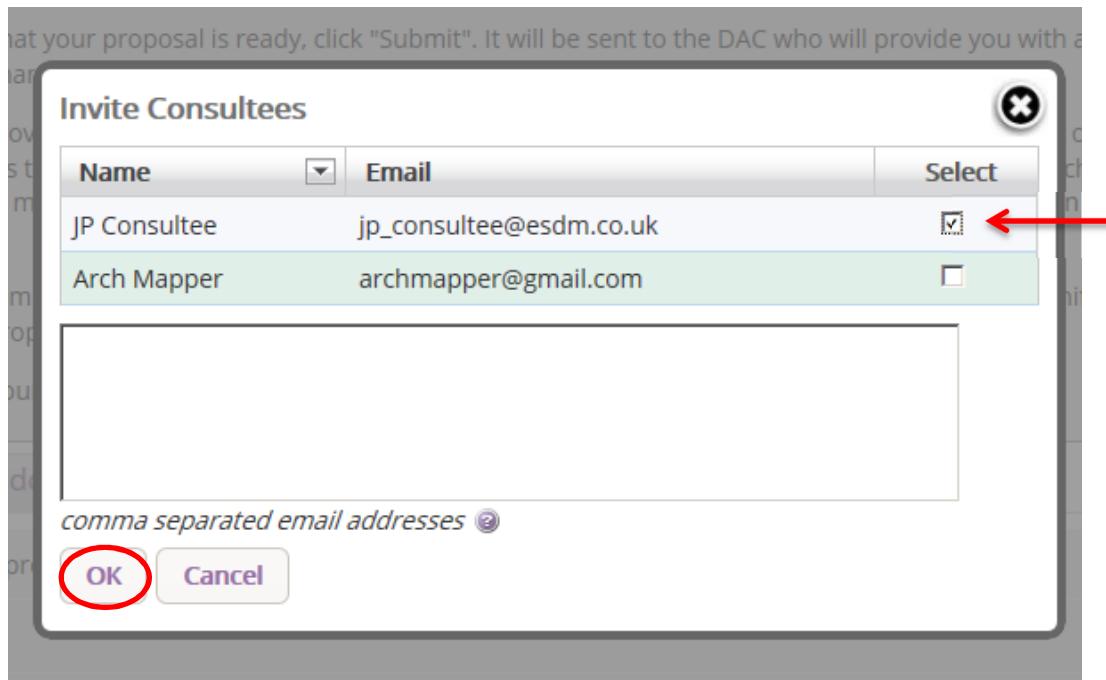
Invite Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input type="checkbox"/>

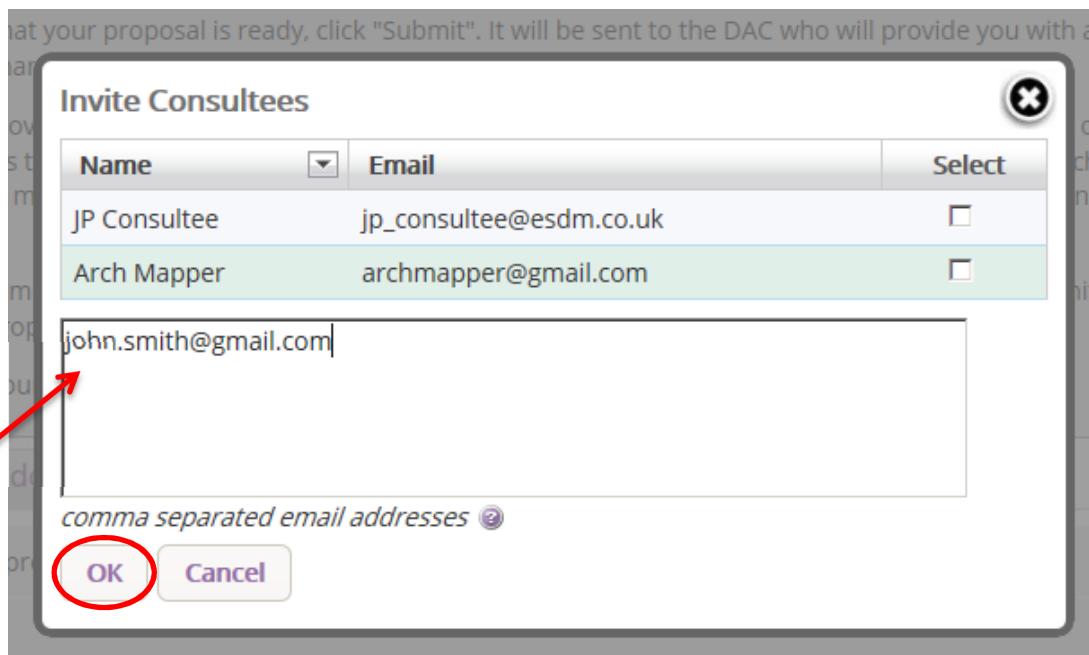
comma separated email addresses [?](#)

OK **Cancel**

4. If yes, **select them** from the list and click **Ok** to invite that consultee



5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.



6. You can invite more than one person at a time to view your application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

at your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with a

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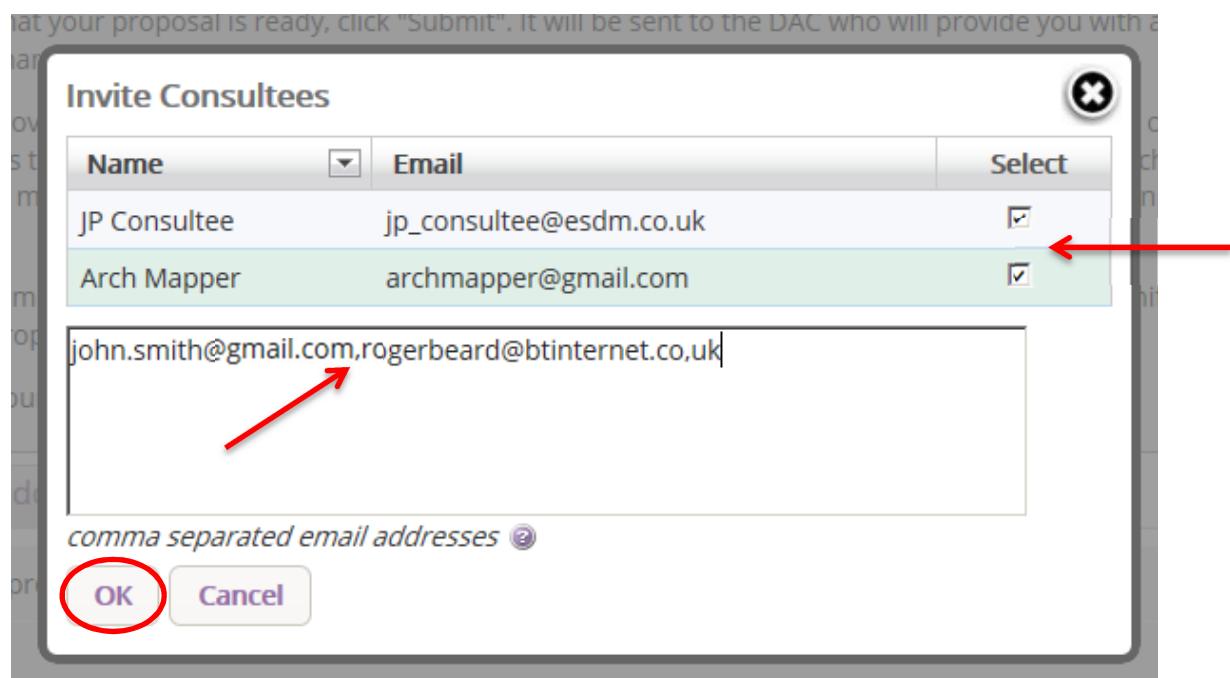
Inviting Consultees

Name	Email	Select
JP Consultee	jp_consultee@esdm.co.uk	<input checked="" type="checkbox"/>
Arch Mapper	archmapper@gmail.com	<input checked="" type="checkbox"/>

john.smith@gmail.com,rogerbeard@btinternet.co.uk

comma separated email addresses [?](#)

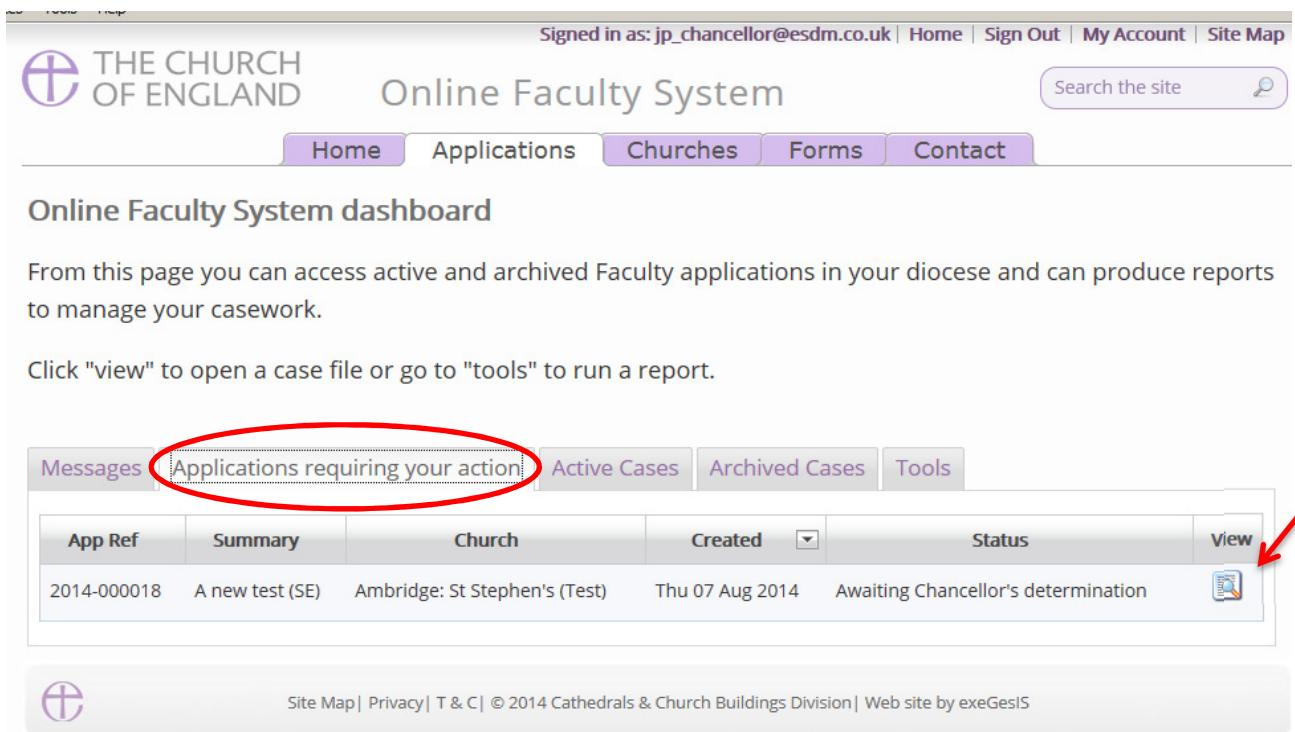
OK **Cancel**



Working on an Application

When you are ready to begin working on a Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page <https://facultyonline.churchofengland.org>
2. Sign In
3. Click on the **Applications** tab and go to the **Applications Requiring Your Action** tab where you will find the specific case file you require. If you cannot find the application you are looking for, search under **Active Cases**.
4. Click on the **View** icon to open the case file



The screenshot shows the Online Faculty System dashboard. At the top, there is a navigation bar with links for Home, Applications, Churches, Forms, and Contact. Below the navigation bar, the title "Online Faculty System" is displayed. The main content area is titled "Online Faculty System dashboard". It features a table with a single row of data. The columns are labeled "App Ref", "Summary", "Church", "Created", "Status", and "View". The data in the table is: "2014-000018", "A new test (SE)", "Ambridge: St Stephen's (Test)", "Thu 07 Aug 2014", "Awaiting Chancellor's determination", and a "View" icon. The "Applications requiring your action" tab is circled in red, and a red arrow points to the "View" icon in the table row.

Once you have opened an application's case file, you will be able to access all the legal forms required including the standard information (Form 1) and petition (Form 3) under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

5. Click on **View** icon to open a specific form

The Church of England Online Faculty System

Application Ref: 2014-000018
 Diocese: **Borchester (Test)**
 Status: **Awaiting Chancellor's determination**
 Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**
 Archeaonry: **Felpersham (Test)**
 Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages **Edit**

Summary description of proposed works  

Church information (Form 1)  

Petition (Form 3)  

Statement of Significance  

Statement of Needs  

Notification of Advice (Form 2)  

Public Notice (Form 4)  

Registrar's remarks to Chancellor  

Chancellor's determination and judgement   

Submit **Return to Applications dashboard** **Invite Consultees**

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6. Click **Open as PDF for Printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link <http://get.adobe.com/uk/reader/>

The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.

Open as PDF for printing **Return to application details**

Form 1B
 (Rules 3.2 and 4.6)
 Standard Information
 (buildings included in list under Care of Places of Worship Measure 1999)

Diocese of Borchester (Test)
 Building: Penny Hassett: St David (Test)
 Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes No

If so, please state whether it is grade I, II* or II: 1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No

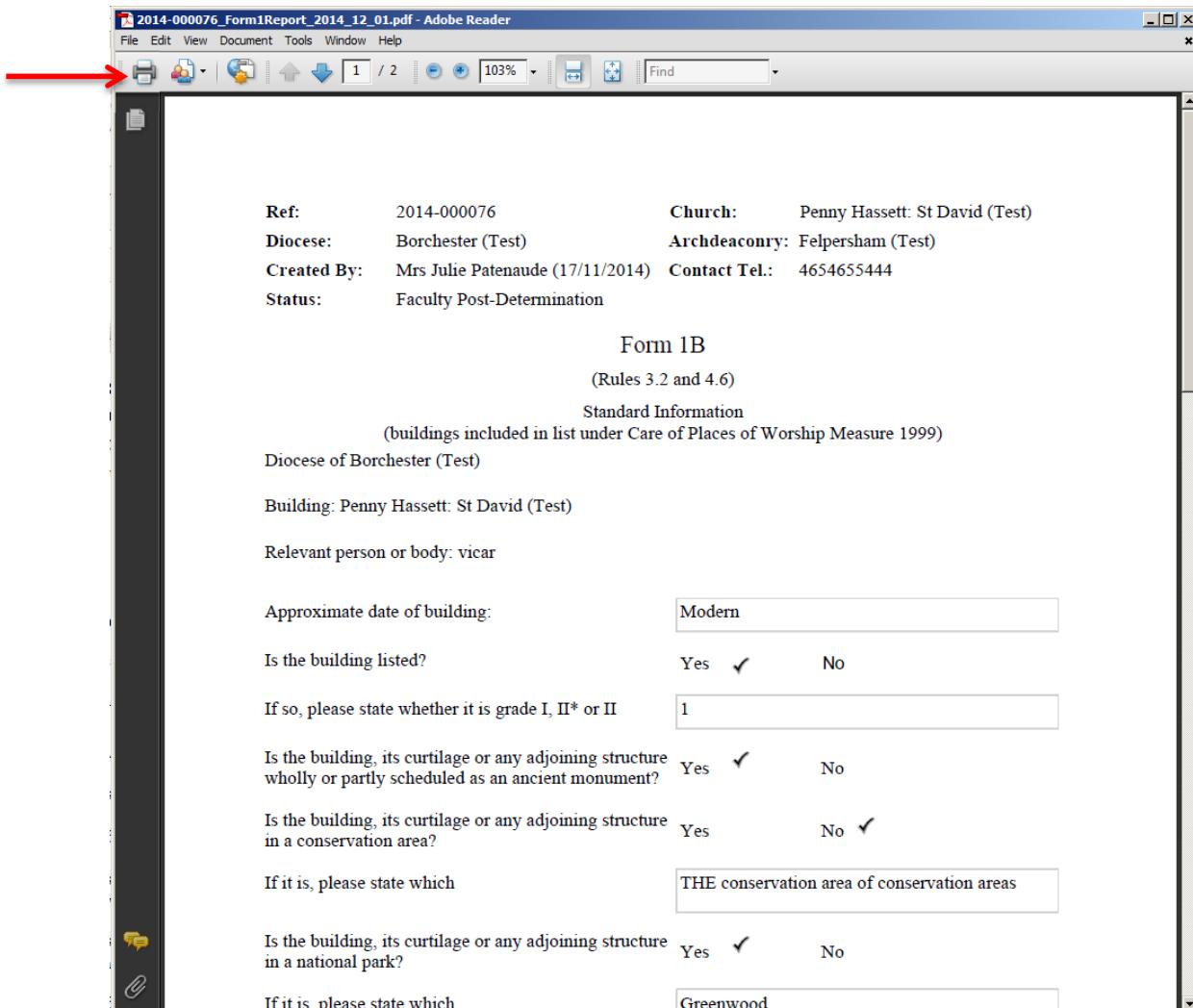
If it is, please state which: THE conservation area of conservation areas

You can also choose to open the form with Microsoft Word or other computer software.

Click here for your options.

7. The form is will open in an easy-to-read format. To print, click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.



2014-000076_Form1Report_2014_12_01.pdf - Adobe Reader

File Edit View Document Tools Window Help

Ref: 2014-000076 Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014) Contact Tel.: 465465444
Status: Faculty Post-Determination

Form 1B
(Rules 3.2 and 4.6)

Standard Information
(buildings included in list under Care of Places of Worship Measure 1999)
Diocese of Borchester (Test)

Building: Penny Hassett: St David (Test)

Relevant person or body: vicar

Approximate date of building: Modern

Is the building listed? Yes No

If so, please state whether it is grade I, II* or II
1

Is the building, its curtilage or any adjoining structure wholly or partly scheduled as an ancient monument? Yes No

Is the building, its curtilage or any adjoining structure in a conservation area? Yes No

If it is, please state which
THE conservation area of conservation areas

Is the building, its curtilage or any adjoining structure in a national park? Yes No

If it is, please state which
Greenwood

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site

Application Ref: 2014-000018
Diocese: [Borchester \(Test\)](#)
Status: [Awaiting Chancellor's determination](#)
Summary: [A new test \(SE\)](#)

Church: [Ambridge: St Stephen's \(Test\)](#)
Archdeaconry: [Felpersham \(Test\)](#)
Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages Edit

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit [Return to Applications dashboard](#) [Invite Consultees](#)

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10. Click the **document's name** to open it

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

 THE CHURCH OF ENGLAND

Online Faculty System

Search the site

Application Ref: 2014-000018
Diocese: [Borchester \(Test\)](#)
Status: [Awaiting Chancellor's determination](#)
Summary: [A new test \(SE\)](#)

Church: [Ambridge: St Stephen's \(Test\)](#)
Archdeaconry: [Felpersham \(Test\)](#)
Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages Edit

File Name	Description	Size	Modified	Uploaded By
  Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file [Add](#)

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

11. Once you are ready to send a response, click the **Edit** icon on the Chancellor's determination and judgement form

[Signed in as: pp_chancellor@cambridge-test.cbd.chn.ox.ac.uk](#) | [Sign Out](#) | [My Account](#) | [Site map](#)

 THE CHURCH OF ENGLAND Online Faculty System

Search the site 

Application Ref: 2014-000018 Church: [Ambridge: St Stephen's \(Test\)](#)
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)
Status: [Awaiting Chancellor's determination](#) Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)
Summary: [A new test \(SE\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages **Edit**

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit [Return to Applications dashboard](#) [Invite Consultees](#)

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For more information on navigating a case file, see page 18.

Returning an Application to the Registrar

In circumstances when a determination cannot be made right away (e.g. when more information is needed), you can return an application to the Registrar with directions and/or observations.

1. Click the **Edit** icon on the Chancellor's determination and judgement form

Signed in as: jp_chancellor@esum.co.uk | Home | Sign Out | My Account | Site Map

 THE CHURCH OF ENGLAND Online Faculty System 

Application Ref: 2014-000018 Church: Ambridge: St Stephen's (Test)
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
Summary: A new test (SE)

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** **History** **Notes** **Messages** **Edit**

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit **Return to Applications dashboard** **Invite Consultees**

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Select the **Return Application to Registrar** option
3. Insert your comments into the **Directions or other Observations** box
4. Click **Finish**

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

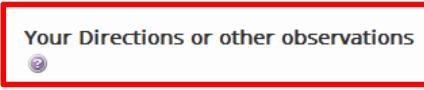
Action

Issue Faculty (subject to public notice)

Faculty Refused

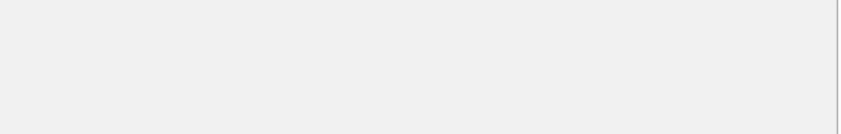
Return Application to Registrar

Your Directions or other observations

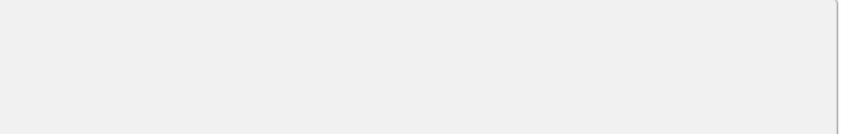




Summary reasons for granting the faculty (if applicable)



Conditions of Faculty (if any)



[Save & come back later](#)

[Cancel](#)

[Finish](#)

*If you wish to continue working on your response before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.

5. You will automatically return to the application's case file.
6. Click **Submit**

Signed in as: jp_chancellor@esdm.co.uk | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000073
 Diocese: [Borchester \(Test\)](#)
 Status: [Awaiting Chancellor's determination](#)
 Summary: [Conservation of wall paintings UAT TEST](#)

Church: [Penny Hassett: St David \(Test\)](#)
 Archdeaconry: [Felpersham \(Test\)](#)
 Logged By: [Mrs Julie Patenaude \(Fri 14 Nov 2014\)](#)

Once you have completed your determination, please click "submit" to send the application to the Registrar.

[Details](#) [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#)

Summary description of proposed works	 
Standard Information	 
Petition	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice	 
Public Notice	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

[Submit](#) [Return to Applications dashboard](#) [Invite Consultees](#)



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7. A warning message will ask you to confirm that you are ready to return the application to the Registrar.
8. Click **OK** to proceed

OR

9. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
 Application with Registrar. Click 'OK' to proceed

[Ok](#) [Cancel](#)

Approving a Faculty

If you decide to approve the Faculty application

10. Click on the Chancellor's determination and judgement form (see page 18)
11. Select the **Issue Faculty** option
12. Enter any Directions or other observations if necessary
13. Insert your **summary reasons** for granting the faculty (if applicable) into the correct box
AND/OR
14. Enter your **conditions** in the correct box
15. Click **Finish**

Application Ref: 2014-000073	Church: Penny Hassett: St David (Test)
Diocese: Borthester (Test)	Archdeaconry: Felpersham (Test)
Status: Awaiting Chancellor's determination	Logged By: Mrs Julie Patenaude (Fri 14 Nov 2014)
Summary: Conservation of wall paintings UAT TEST	

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action 

Issue Faculty (subject to public notice)

Faculty Refused

Return Application to Registrar

Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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*If you wish to continue working on your conditions before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the case file.

16. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.

17. Click **Submit**

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)

Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit [Return to Applications dashboard](#) [Invite Consultees](#)

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18. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.

19. Click **OK** to proceed

OR

20. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
Awaiting Form 6. Click 'OK' to proceed

Ok **Cancel**

Refusing a Faculty

If you decide to refuse the Faculty application

1. Click on the Chancellor's determination and judgement form (see page 18)
2. Select the **Faculty Refused** option
3. Enter any Directions or Observations if necessary
4. Click **Finish**

Application Ref: 2014-000073	Church: Penny Hassett: St David (Test)
Diocese: Borthesher (Test)	Archdeaconry: Helpershaw (Test)
Status: Awaiting Chancellor's determination	Logged By: Mrs Julie Patenaude (Fri 14 Nov 2014)
Summary: Conservation of wall paintings UAT TEST	

Chancellor's Response Form

Tick "Issue Faculty" or "Faculty Refused" to make your final determination or select "Return application to Registrar" if you require further information about this petition or further action needs to be taken by the Registrar.

Insert your comments in the appropriate box below.

You can upload your judgment as a separate document on the previous page under "Supporting documents and images".

Action

Issue Faculty (subject to public notice)

Faculty Refused

Return Application to Registrar



Your Directions or other observations

Summary reasons for granting the faculty (if applicable)

Conditions of Faculty (if any)

[Save & come back later](#)

[Cancel](#)

[Finish](#)



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*If you wish to continue working on your determination before sending it to the Registrar, click **Save & Come Back Later**. Your work will be saved for the next time you sign into the Online Faculty System and access the individual case file.

5. You will automatically return to the application's case file. Notice that the status of the Chancellor's determination and judgement form has changed and is now marked as complete.
6. Go to the **Supporting Documents and Images** to attach your judgment (if applicable) or email it to the Registrar who can attach it for you. (For more on how to upload documents see page 41)

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 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: 2014-000018
 Diocese: [Borchester \(Test\)](#)
 Status: [Awaiting Chancellor's determination](#)
 Summary: [A new test \(SE\)](#)

Church: [Ambridge: St Stephen's \(Test\)](#)
 Archdeaconry: [Felpersham \(Test\)](#)
 Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

[Details](#) **Supporting documents and images** [History](#) [Notes](#) [Messages](#) [Edit](#)

Summary description of proposed works	 
Church information (Form 1)	 
Petition (Form 3)	 
Statement of Significance	 
Statement of Needs	 
Notification of Advice (Form 2)	 
Public Notice (Form 4)	 
Registrar's remarks to Chancellor	 
Chancellor's determination and judgement	  

Submit [Return to Applications dashboard](#) [Invite Consultees](#)

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1. Click **Submit**
2. A warning message will ask you to confirm that you are ready to send the application to the Registrar for final processing.
3. Click **OK** to proceed
 OR
4. **Cancel** to abort

Submit Proposal

The petition is ready for submission to the next stage of:
 Awaiting Faculty Rejection Form. Click 'OK' to proceed

Ok [Cancel](#)

Attaching Documents

If you need to attach your judgement (or any other type of document) to the application:

1. Go to the application's case file (see page 18)
2. Click on **Supporting Documents and Images**

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THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018
Diocese: **Borchester (Test)**
Status: **Awaiting Chancellor's determination**
Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages Edit

Summary description of proposed works  

Church information (Form 1)  

Petition (Form 3)  

Statement of Significance  

Statement of Needs  

Notification of Advice (Form 2)  

Public Notice (Form 4)  

Registrar's remarks to Chancellor  

Chancellor's determination and judgement   

Submit [Return to Applications dashboard](#) [Invite Consultees](#)

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3. Click **Add**

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THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018
Diocese: **Borchester (Test)**
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Summary: **A new test (SE)**

Church: **Ambridge: St Stephen's (Test)**
Archdeaconry: **Felpersham (Test)**
Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**

The Registrar has submitted the faculty application to the Chancellor for review.

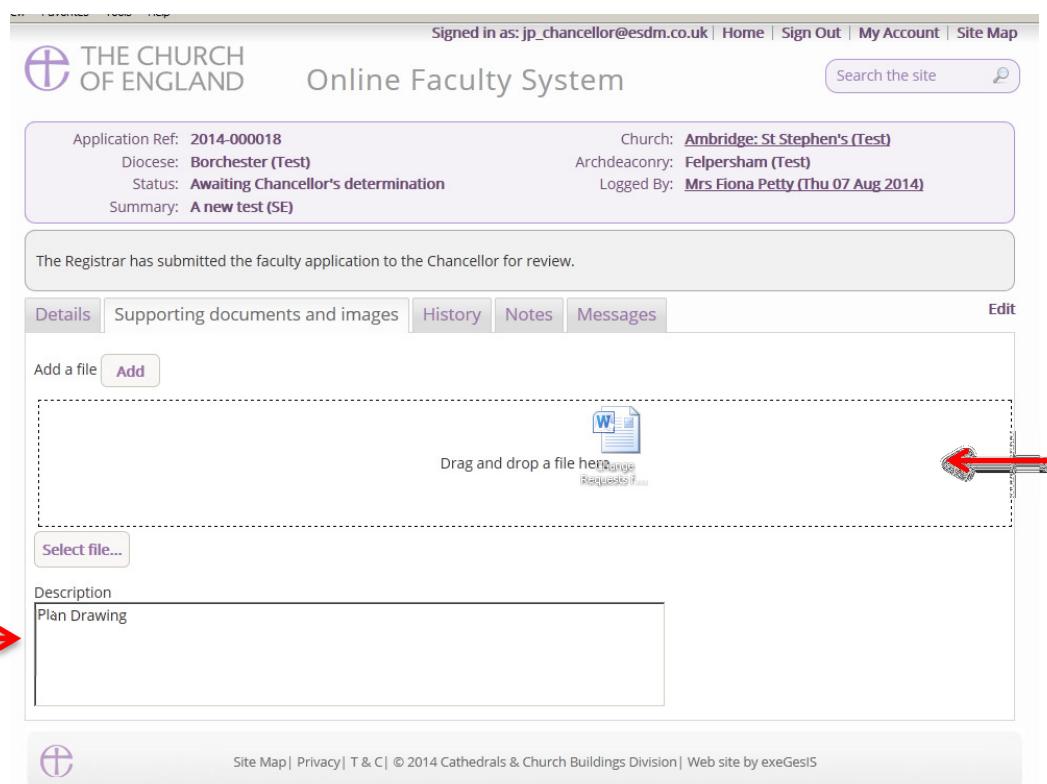
Details **Supporting documents and images** History Notes Messages Edit

Add a file **Add**

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Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Chancellor's Judgement)



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THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018
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Archdeaconry: [Felpersham \(Test\)](#)
Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Add a file [Add](#)

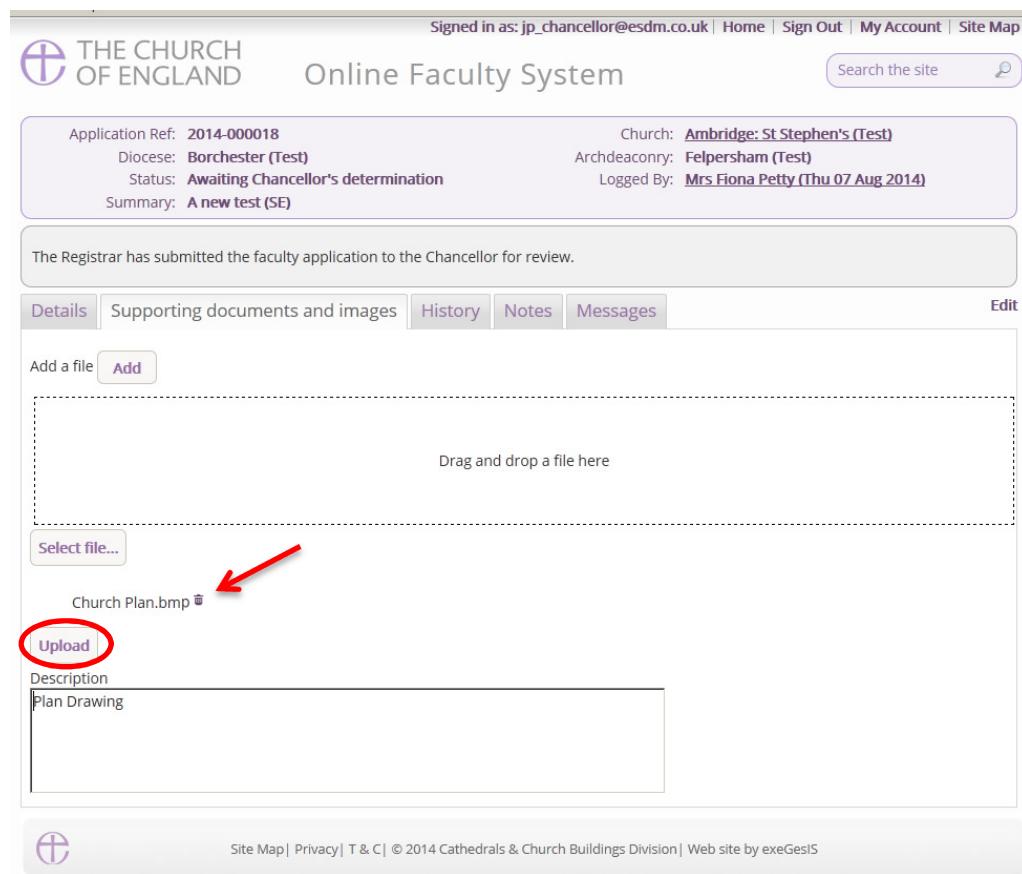
Drag and drop a file here

Select file...

Description
Plan Drawing

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6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**



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THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: 2014-000018
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Archdeaconry: [Felpersham \(Test\)](#)
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The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages Edit

Add a file [Add](#)

Drag and drop a file here

Select file...

Church Plan.bmp

[Upload](#)

Description
Plan Drawing

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8. The file has successfully attached.

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THE CHURCH OF ENGLAND Online Faculty System 

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Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details **Supporting documents and images** History Notes Messages [Edit](#)

File Name	Description	Size	Modified	Uploaded By
  Church_Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file [Add](#)

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Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

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THE CHURCH OF ENGLAND Online Faculty System 

Application Ref: 2014-000018
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Logged By: [Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)

The Registrar has submitted the faculty application to the Chancellor for review.

Details Supporting documents and images History Notes Messages [Edit](#)

Add a file [Add](#)

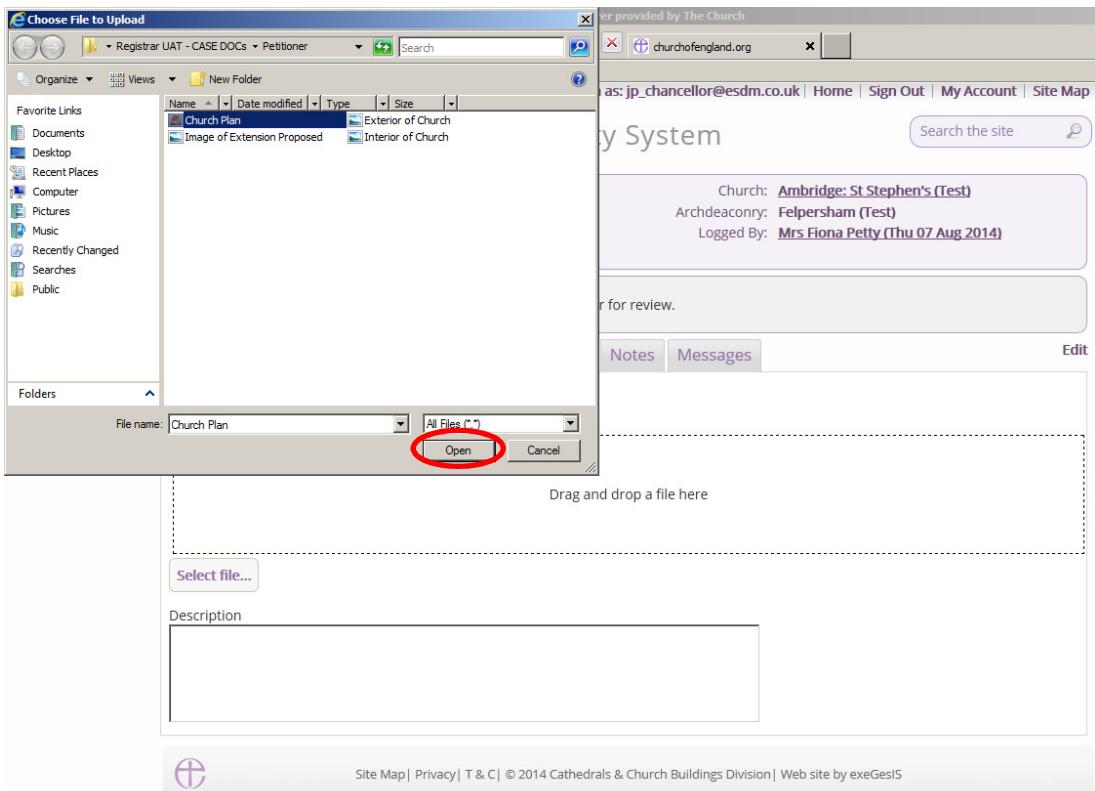
Drag and drop a file here

Select file...

Description

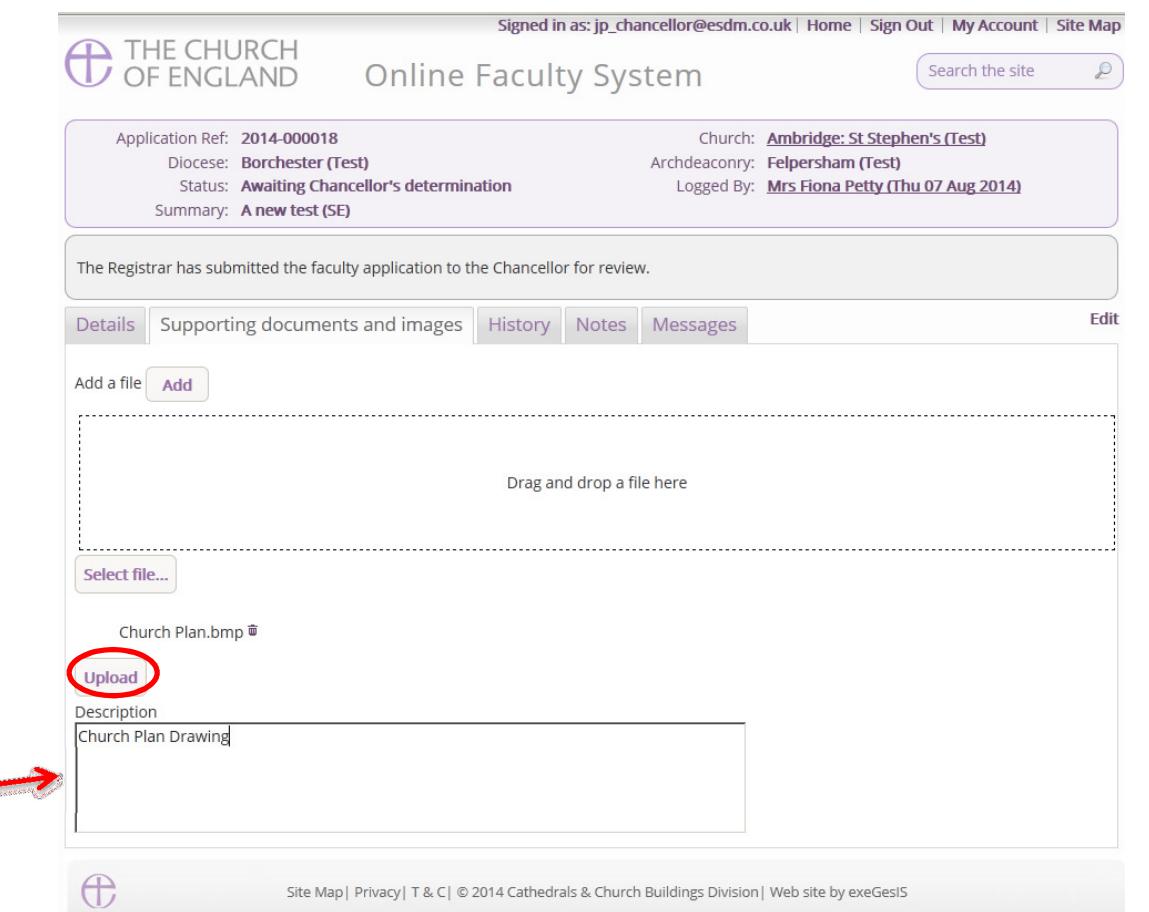
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10. Locate the file on your computer. Select it. Click Open.



11. Insert a summary **description of the file you have attached (e.g. Chancellor's Judgement)**

12. Click **Upload**



13. The file has successfully attached

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 THE CHURCH OF ENGLAND

Online Faculty System

Search the site 

Application Ref: 2014-000018
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Archdeaconry: [Helpshead \(Test\)](#)
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The Registrar has submitted the faculty application to the Chancellor for review.

Details [Supporting documents and images](#) History Notes Messages [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude

Add a file 

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Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.paterno@churchofengland.org

020 7898 1860

or click on <https://facultyonline.churchofengland.org/contact>